



COUNTY OF LOS ANGELES
invites applications for the position of:

INTERMEDIATE TYPIST CLERK

SALARY: \$2,529.28 - \$3,395.28 Monthly
\$30,351.36 - \$40,743.36 Annually

OPENING DATE: 07/26/16

CLOSING DATE: 08/04/16 05:00 PM

POSITION/PROGRAM INFORMATION:



EXAM NUMBER

R2214U

FIRST DAY OF FILING

August 1, 2016 at 8:00 a.m. (PST)

FILING WILL BE SUSPENDED AFTER THE FIRST 3000 APPLICATIONS ARE RECEIVED OR BY THURSDAY, AUGUST 4, 2016, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 3000 WILL NOT BE CONSIDERED.

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

REBULLETIN INFORMATION

THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN FOR FILING AND UPDATE APPLICATION AND FILING INFORMATION, SALARY INFORMATION, AND SUPPLEMENTAL QUESTIONNAIRE. **PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING.** THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.

DEFINITION

Does skilled typing and performs specialized clerical work.

CLASSIFICATION STANDARDS

Positions allocable to this class, in addition to performing skilled typing work, perform specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits.

ESSENTIAL JOB FUNCTIONS:

ESSENTIAL DUTIES

- Typewrites abstracts of judgment, executive notices and similar documents requiring extreme accuracy or independent judgment in selecting materials.
- Typewrites complex charts, forms, statistical and similar documents from rough draft requiring skill in arranging tabular material, setting up forms and extreme accuracy in typing.
- Processes documents according to a predetermined but specialized procedure for such purposes as formulating property descriptions, and recording and indexing court papers, transcripts and legal process.
- Checks documents for completeness, accuracy and compliance with legal and other requirements.
- Answers questions and gives information to the Public concerning such matters as regulations, procedures and the preparation and filing of legal forms, applications and permit requests; acts as

special receptionist or counter clerk.

- Keeps records of a nature requiring specialized knowledge, discrimination and judgment in the selection, compilation or computation of data to be included such as cost data records and distribution and control ledger, which can be posted without extensive knowledge of bookkeeping principles.
- Maintains clerical controls where work is divided among personnel performing separate parts of an entire operation.
- Searches records and files for data where judgment and discrimination are required in selecting or abstracting material.
- Answers correspondence requiring the selection of data necessary in formulating the reply, referring unusual cases to a superior for approval.
- Estimates amounts due and collects fees.
- Exercises minor supervision over the work of others, as needed.
- Compares or segregates documents in cases where specialized knowledge of the function and more than a routine check for accuracy are involved, as in the auditing of warrants or purchase orders.
- Operates office machines such as calculators incidental to the performance of other duties.
- Routinely accesses office equipment such as video display terminals, word processors, or personal computers to input data, perform computations, or produce documents not requiring the formatting or programming of such equipment, as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS

OPTION 1: Six months of office clerical experience involving typewriting in the service of the County of Los Angeles or in districts under the jurisdiction of the County.

OPTION 2: One year of office clerical experience involving typewriting outside the service of the County of Los Angeles.

OPTION 3: A certificate or Associate of Arts degree* in clerical procedures or office administration from an accredited college.

TYPEWRITING SKILL REQUIREMENT

Ability to type at a rate of 40 words per minute.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - Light. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

PART I: A written test weighted 100% that consists of both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision-Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention.

PART II: A qualifying typing performance test will be administered to candidates who successfully pass the written portion of this examination. Candidates will be allowed ONLY ONE (1) attempt to pass the typing performance test. Intermediate Typist Clerk requires proficiency at 40 words per minute.

WRITTEN TESTS AND TYPING TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements, receive a passing score of 70% or higher on the written test, and pass the typing performance test in order to be placed on the Eligible register.

Please note: Test Invitation Letters and other correspondences may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add aayala@hr.lacounty.gov and info@governmentjobs.com to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical written test parts for at least 12 months.

The following candidates are NOT required to take the County typing test:

- Those candidates who currently hold or have held a typing position with the requisite words per minute in the service of the County of Los Angeles;
- Those candidates who have taken and passed a Los Angeles County typing performance test at the required words per minute administered by a County Department. Passing scores on record with the Department of Human Resources will be transferred automatically. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application at the time of filing or during the examination process.

TEST PREPARATION

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html.

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

ELIGIBILITY INFORMATION

Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

A Selective Certification may be established for various languages. Pursuant to TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, Selective Certification may be used for some positions that require special skills and/or training.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County, as they occur.

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application and additional documents, if any, by Thursday, August 4, 2016, at 5:00 p.m. (PST). Filing will be suspended after the first 3000 applications are received or by Thursday, August 4, 2016, at 5:00 p.m. (PST), whichever occurs first. Applications after the first 3000 will not be considered. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

*In order to receive credit for any degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within 15 days from application submission. If you are unable to attach documentation to your online application, you may email it to aayala@hr.lacounty.gov. Please be sure to include name and examination title and number on documentation.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Alicia Ayala

Department Contact Phone: (213) 738-2084

Department Contact Email: aayala@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless otherwise stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR

otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R2214U
INTERMEDIATE TYPIST CLERK
AA

INTERMEDIATE TYPIST CLERK Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *I understand the above information and instructions.*
- ☐ Yes
- * 2. How many full-time months or years of office and clerical experience do you have?
- ☐ No experience
☐ 0 to less than 6 months experience
☐ 6 months but less than 1 year experience
☐ 1 year or more of experience
- * 3. How much of your office clerical experience was in the service of the County of Los Angeles?
- ☐ No experience within the County of Los Angeles
☐ 0 to less than 6 months experience
☐ 6 months but less than 1 year experience
☐ 1 year or more of experience
- * 4. Have you earned a certificate or Associate in Arts degree in clerical procedures or office administration from an accredited college or university?
- ☐ Yes
☐ No
- * 5. Have you taken and passed a Los Angeles County typing performance test with at least **40 words per minute** administered by a County Department? *Passing scores on record with the Department of Human Resources will be transferred automatically.
- ☐ Yes
☐ No
- * 6. To receive credit for **any of the following**, you must attach a legible copy of supporting documentation at the time of filing **or** submit within fifteen (15) calendar days from application submission to aayala@hr.lacounty.gov. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate indicating a speed of **40 words per minute**. -AND/OR- Applicants who have a certificate or an Associate in Arts degree in clerical procedures or office administration must attach an official diploma, official transcripts, official letter, or official certificate from the accredited institution, which shows the areas of specialization. *I understand these requirements*
- ☐ Yes
- * Required Question